Pakistan Engineering Council

REGISTRATION POLICY 2017

GUIDELINES FOR

NEW, RENEWAL

AND

UPGRADATION

OF

CONSTRUCTORS/

OPERATORS LICENCE

Updated on May 6, 2020

GUIDELINES FOR NEW, RENEWAL & UP-GRADATION OF CONSTRUCTORS/OPERATORS LICENSE

Updated on May 6, 2020

1. Authorities of Enrolment Committee (EC) & Enrolment Sub Committee (ESC):

All cases of new, renewal & up gradation of constructors/operators upto C3 category will be processed and approved at all Regional/Branch Offices through Enrolment Sub Committees (ESC) and at PEC HQ, Islamabad by Central Enrolment Committee (CEC) as per following table.

Sr. #	Description	Category	To be approved by	Remarks
1	New	C6/O6 to C3/O3	ESC	Cases of relevant provinces except for the cases of Rawalpindi Division, which will be processed at PEC HQ.
2	Renewal	C6/O6 to C3/O3	ESC	
3	Upgradation	Max up to C3	ESC	

However, in case of any misconduct by the Constructor/Operator, the case shall be referred by the ESC, with recommendations, to the Enrolment Committee at PEC HQ for the decision as per PEC Act/Byelaws.

2. Function/Duties of Enrolment Sub Committee (ESC).

a) ESC shall approve the cases of Constructors /Operators of category as per table above.

b) ESC shall award specialization codes to applications of C-6/O-6 to C-3/O-3 category on the basis of experience of firm supported by engineers of relevant discipline employed by the firm. In case of no experience of firm in relevant field, code shall be awarded on the basis of relevant experience of engineer. The experience certificate issued by the firm will be provided by engineer supported by work/project awarded to the firm.

c) Any penalty to be imposed on constructor/operator in any category in case of misconduct like submission of fake/forged documents etc. ESC shall forward recommendation to Central Enrolment Committee for decision.

d) ESC may issue duplicate licence on the request of the firm after fulfillment of requirement by the constructor/ operator i.e. copy of FIR, undertaking and advertisement in any newspaper.

e) All new, renewal & upgradation applications received in Regional/Branch/Liaison Offices in category C-2/O-2 to C-A /O-A shall be forwarded to PEC HQ, Islamabad for approval.

f) Meeting of ESC will be held twice a week at Regional/Branch Offices on every Tuesday & Friday respectively.

g) The quorum of ESC will be 30%. The Deputy Convener or senior most person will chair the meeting in the absence of convener.

h) Any complaint against the decision of Enrolment Sub Committee shall be considered/reviewed by the Central Enrolment Committee at PEC HQ, Islamabad.

Ref: Amended and updated as per decision of 36th Governing Body meeting held on December 30, 2019.

3. **Additional Duties/Functions of Regional/Branch Offices:**

a. The application data shall be updated in central PEC data base on the day of receipt on daily basis. Incomplete application shall be returned after highlighting the discrepancies in writing (as per checklist) attached **at Annex-A**.

b. Record of registration shall be maintained in Ledger/Register at respective Regional/Branch Office with a soft copy of record to HQ, Islamabad.

c. The application put up to ESC for registration will contain:-

(a) Application serial No. of data base of constructors/operators.

(b) Certificate given by the incharge of Regional/Branch Office that all documents are attached as per checklist of PEC.

4. **Engineer's Owned Firms:**

a. The serial number of engineer's owned firm will be distinguished by adding"/E"

b. Evidence that Engineer having minimum 25 % shareholding in the firm (amended as per decision of 36th Governing Body dated December 30. 2019).

c. Engineer should be Chairman/CO/CEO/Managing Director/ Director/Managing Partner.

d. Engineer can directly apply for registration with PEC without providing the list of works and can be registered in relevant category directly. However, engineer's owned new firm will provide evidence of registration with SECP for registration in category C-3/O-3 and above.

e. Engineer owned firm desiring new registration in C-6/O-6 to C-1/O-1 category will deposit registration fee only and will be exempted from payment of three times of fee as desired.

f. The Company owned by engineer or having minimum share of 25% (amended as per decision of 36th Governing Body dated December 30. 2019) , the application will be processed as under:-

Engineer having experience - upto 5 years	Category C-5/O-5
Engineer having experience more than years upto 10 Years	Category C-4/O-4
Engineer having experience more than 10 years up to 20 years	Category C-3/O-3
Engineer having experience : above 20 years	Category C-2/O-2
Two Professional Engineers each having more than 20 years of experience Employ one RE having supervisory certificate	Category C-1/O-1

(No upgradation beyond C-1/O-1 on Engineer owner basis)

Note: This table is the only requirement for fulfilling of PCPs.

g. In case an engineer has ownership/partnership of one or more firms and at the same time he/she is employee of another firm then his/her PCPs will be accounted for in favour of the employing firm. However, other privileges entitled to engineer owned/shared firm may be given to the firm/one of the firms owned/shared by him/her. Rest of the firms (if any) owned/shared by engineer may be treated as ordinary/non-engineer owned firms for fulfillment of registration criteria.

Ref: Added as per decision of 32nd Governing Body meeting held on September 4, 2018.

4A. Requirement of SECP in Upgradation of Firms

The firm applying for upgradation to C1/O1 category on the basis of engineers' owner/ partnership or upto any category on the basis of work done or upto C2/O2 category on the basis of Net Worth will be exempted from SECP registration. The firm applying for Net Worth based upgradation to C1/O1 and above category will have to be registered in SECP as a prerequisite.

Ref: Amended and updated as per decision of 33rd Governing Body meeting held on November 18, 2018.

4A1. Regulation of Engineer Owned/Shared Firm/Company to Avoid Exploitation of the Policy

The policy for engineer(s) owned/shared Constructor/Operator firms/companies was introduced to inculcate and encourage entrepreneurship among engineers. But this policy was exploited and misused over a period of time by depicting engineers as partners in paper formality only against the compensation of lump sum amounts. In order to arrest the tendency, GB took the following decisions:-

a. Such firms/ companies which get their initial registration on the basis of engineer owner/partnership, can replace that engineer with another engineer of equal experience but it will be allowed for one time only. Thereafter, the firm/ company shall be closed, if the said partner is left or removed from the firm/company.

b. If a firm/ company is upgraded on the basis of engineer ownership/ partnership/shareholding and that engineer quits or removed from the partnership then the said firm/ company shall be placed in that category which it was holding prior to up-gradation. Such firm/company can apply for upgradation again on the basis of another engineer partnership/shareholding yet only for one time. In case, the new incumbent engineer also decides to quit or is removed from the firm/company, its category shall be on its original position. No further opportunity shall be allowed to such companies/firms to apply for upgradation on engineer partnership basis.

c. In case a firm is upgraded on partnership/shareholding of engineer and further upgraded on works or net worth basis then such firm will be one step downgraded whenever the engineer partner quits or is removed from it.

d. In case a firm is registered/upgraded on the basis of an engineer and that engineer expires/becomes incapacitated then legal heirs of that engineer will own the

partnership share of said engineer, without any change in its category. The firm will, however, become non-engineer owned/shared entity. In case of no legal heirs or on quitting/removal thereof at later stage, the firm will be downgraded by one category.

Ref: Amended and updated as per decision of 36th Governing Body meeting held on December 30, 2019.

5. **Registration with PEC (C-1/O-1 and above)**

I. A new applicant may apply for category (C-1/O-1 and above) at PEC HQ, Islamabad or Regional/Branch Office subject to fulfillment of provisions of PEC byelaws and following additional information / documents.

a. Financial soundness of the firm supported by Bank certificate and audited financial statement.

b. Experience of each director/shareholders and list of major projects completed by them.

c. Evidence of ownership of existing infrastructure (Plant / Machinery / Equipment etc), if any.

d. To earn some credit for work executed without having PEC license of that category, a firm may be considered for a higher category but shall be liable to pay fine three times of the fee for the category applied for registration. It will be applicable on Pakistani firm.

e. Bank statement of last one year or statement of income/expense reviewed by Chartered Accountant in case of Sole proprietor/Individual/AOP.

f. Audited report / Account Statement in case of Pvt Ltd Company.

g. List of engineers employed with the firm

II. The new firm will have to be registered with SECP, if applying for category C-3/O-3 and above. Renewal cases of all categories will be exempted from registration with SECP.

III. The firm applying for up gradation in C-3/O-3 category and above will be exempted from SECP registration.

IV. The firms applying for new registration in category C-4/O-4 and below will have to be registered with Registrar of firms, in case of a partnership concern. It is applicable on new applications only.

V. A copy of NTN certificate of owner and firm will be required for all types of applications.

VI. The requirements of PCPs and fee etc. for local firms will be as per **Table A** & **Table B.**

6. **Renewal of licence:**

i. A firm may apply for issuance of renewal of PEC license for one year to three year. It is subject to deposit of fee for no. of years, he wants renewal. In case of renewal more than a year, owner will submit undertaking on 1st July of every financial year at PEC HQ, Islamabad that:

(a) The company is not black listed by any department.

(b) The list of engineers serving with the company.

ii. If a firm could not get its registration renewed, the firm will be renewed after payment of outstanding fee of entire defaulting period plus surcharge of 5% of defaulting fee amount, or prescribed from time to time.

iii. Addition of codes requested by the firm in any category shall be approved by the ESC and CEC in different categories as per their powers on the basis of firm or engineer's relevant experience.

iv. The firm shall submit an undertaking as per format attached at Annex-B for the correctness of documents attached in the application.

7. **Up-gradation of Licence:**

i. The companies in any Category shall be eligible for up-gradation to any higher category if they fulfill any of the following conditions:

(a) **Executed/In Hand Projects**

1) Work(s) should have been awarded/ executed during last three years.
2) The firm should have completed minimum 60% of work.
3) For one step up-gradation, in addition to other codal formalities, the accumulative financial worth of above mentioned work(s) should be minimum 70% of the existing category limit.

4) For more than one step up-gradation, in addition to other codal formalities, the worth of accumulative works should be at least 70% of limit of one category below the desired category.

5) The firm shall submit following documents for up-gradation on the basis of work executed/ in hand pertaining to public departments:-

   a) Work Order(s) of the project(s).

   b) Satisfactory Performance Certificates as per specimen **Annex-"C"**, showing minimum 60% completion of each work, duly signed and stamped by concerned department and the firm's owner.

   c) The work order(s) once taken into account for up-gradation of a firm's license shall not be re-considered for further up-gradation.

   d) The firm applying for up gradation in C-3/O-3 category and above will be exempted from SECP registration.

(b) Engineer Owned / Shared Firm

Such firms can be upgraded upto C-1/O-1 category according to length of engineer's experience as given in Guidelines para 4(F). For up-gradation of engineer owned firms beyond C-1/O-1 category, the firms will be treated like non engineer owned firms.

(c) Net Worth of Firm

A firm can be upgraded to any category on the basis of its corresponding Net Worth as given in Table A& B of Guidelines 2017.

- **Allied Conditions**

1) Employment of Engineers and PCPs

Except for Engineer owned/shared firms, up-graduation requirement for employment of engineers and PCPs will be as per Table A & B of Guidelines-2017. Up-gradation of engineer owned firm beyond C-1/O-1 category will be handled like non-engineer owned firms.

2) Fee

Engineer owned/shared firm will be charged with single fee of desired category upto C-1/ O-1. For up-gradation beyond this

category, such firms will be charged with the fee on the same lines as for ordinary/ non-engineer owned firms.

Fee for ordinary/non- engineer owned firm will be as under:

(a) One step up-gradation: Single fee of desired category.
Two step up-gradation: 2 times fee of desired category.

(b) 3-step and above up-gradation: 3 times fee of desired category.

Ref: Amended and updated as per decision of 32nd Governing Body meeting held on September 4, 2018.

8. **Awarding Specialized Codes:**

i. Specialization codes will be awarded by the CEC / ESC on the basis of relevant works executed by the firm, supported by experienced engineer of relevant field employed by the firm or on the basis of engineers experience on Nationally & Internationally known projects. The experience will be certified by a company owning the projects.

9. **Consideration of Works in Private Sector or Sub-let work:**

All works carried out by the firm whether in JV, assigned by private employer or of sublet nature will be taken into consideration. These works should be supported with following papers/ documents:-

i. Copy of Contract/ agreement between employer / Prime contractor and the firm.
ii. Performance Certificate duly verified by employer or consultant engaged with the project.
iii. Evidence of payments through copies of firm's invoices/ employer cheques linked with bank statement or amount deducted as Income Tax thereof.

Note: The prime contractor and sub-contractor or JV partners will get benefit of corresponding portion of their executed work.

iv. 100% financial value of each work (completed upto minimum 60%), will be taken into account while calculating the worth of executed/in hand works.

v. The work order(s) once taken into account for up-gradation of a firm's license shall not be re-considered for further up-gradation.

Ref: Amended and updated as per decision of 32nd Governing Body meeting held on September 4, 2018.

10. **Verification of Engineers:**

Engineer's verification will be carried out through biometric system installed at all PEC offices. The firm will be required to submit an affidavit on stamp paper signed by engineer and owner of the firm regarding his employment with the firm. The verification of engineers can be made by PEC during the validity of license. On receipt of complaints, an enquiry committee will be constituted by the Chairman/Enrolment Committee from time to time to ascertain the presence of engineers for execution/assurance of quality work. Engineer(s) being Owner/Shareholder/Partner/Director of construction/operating firms will be exempted from physical/personal appearance subject to prior permission of Enrolment Committee.

10A. **Exemption of Biometric Verification to Engineers with Illegible Finger Prints:**

Engineer's verification will be carried out through biometric system installed at all PEC offices. In case, engineers' finger prints are not machine readable, then, after refreshing /updating the finger prints record of the said engineer from NADRA, duly supported with its written statement, and after confirmation of the engineer's CNIC particulars, he/she will be exempted from biometric verification and verified physically by Verification Officer (VO) nominated by PEC at its HQ and at each Regional Office. The firm will be required to submit an affidavit on stamp paper signed by engineer and owner of the firm regarding his employment with the firm. The verification of engineers can be made by PEC during the validity of license. On receipt of complaints, an enquiry committee will be constituted by the Chairman/Enrolment Committee from time to time to ascertain the presence of engineers for execution/assurance of quality work. Engineer(s) being Owner/Shareholder/Partner/Director of construction/operating firms will be exempted from physical/personal appearance subject to prior permission of Enrolment Committee.

Ref: Added as per decision of 33rd Governing Body meeting held on November 18, 2018.

10A1. **Single Opportunity to an Engineer for Employment with Constructor/ Operator Firms/ Companies:**

An engineer will get only one opportunity of employment (maximum upto three years) with Constructors/Operators firms/companies in a financial year. On his/her resignation/removal, he/she will not be allowed to get another opportunity during that year to seek further employments in any Constructor /Operator company/firm enabling other engineers to hire the opportunity of employment as well as field experience.

Ref: Added as per decision of 36th Governing Body meeting held on December 30, 2019.

10A2. PAKISTAN ORIGIN CARD (POC) HOLDING ENGINEERS AND THEIR VERFICATION

POC Card holding engineers are considered as Pakistani national and their employment verification will be carried out through manual system by Verification Officer nominated by the PEC.

Ref: Added as per decision of 32nd Governing Body meeting held on September 24, 2018.

11. **Duplicate License:**

Submission of original licence by the firm will be mandatory at the time of renewal / up-gradation. However, in the event of loss of original licence, it can be exempted or "DUPLICATE" copy of licence will be issued. If the following documents are submitted:

(a) Copy of FIR with Police Station.

(b) Undertaking that the original licence has been lost.

(c) Advertisement in any newspaper regarding lost of original license. A duplicate copy of licence shall be issued for the remaining period of licence/exempted from submission for renewal/upgradation.

12. **Dispatch of Licence through Courier Service:**

All licenses will be dispatched through courier service, provided such service is available at the given address of the firm. Information/confirmation of courier service in the respective area shall be provided by Constructor/Operator while filling the application form. The license can be collected by the owner /shareholder/partner himself/herself after verification through Bio-metric system.

13. **Authenticity of information / documents:**

The owner (s) of firm or company shall be responsible for submitting authenticated information and documents along with application for registration, renewal or up-gradation of their licence and will provide undertaking that all information and documents provided is genuine and in case of fake documents or incorrect information, legal action will be initiated as per PEC byelaws.

14. **Fee for new registration in higher category**

If a firm desires new registration directly in C-3 /O-3 or above, amount of three times of the fee of desired category shall be charged subject to fulfillment of all codal formalities and PEC byelaws for respective category as laid down in policy-2017.

A Pakistani firm having foreign experience or developing joint venture with foreign firms may also apply for new registration in any category provided the Pakistani firm has a foreign Joint Venture to capitalize their project experience. Such joint venture works will be considered for new registration, however, PEC will verify such works through Pakistani Embassy of respective country, besides fulfillment of all codal formalities as laid down in policy-2017.

15. **Supervisory Certificate**

In order to give experience of construction industry to fresh engineering graduates, it will be mandatory for firms of all category to employ engineer(s) holding supervisory certificate as described in **Table A** and **B**. Engineer(s) of any discipline holding Supervisory certificate will be accommodated by the firms of all categories to complete PCPs. However, engineer(s) of any discipline holding Supervisory certificate will be awarded codes of specialization like civil, mechanical, electrical and etc to firms registered with PEC in category C-6/O-6 and C-5/O-5 to gain experience of construction industry related projects/works. Supervisory certificate will be valid upto June 30, 2020. Supervisory licenses will not be renewed.

Ref: Amended and updated as per decision of 34th Governing Body meeting held on May 2, 2019.

i. **Fee table for new registration in category C-6 and above**

(In Rupees)

Category	C-6	C-5	C-4	C-3	C-2	C-1	C-B	C-A
Fee	15,000	30,000	45,000	(75,000x3) 225,000	(125000x3) 375,000	(150,000x3) 450,000	(250,000x3) 750,000	(400,000x3) 12,00,000

ii. **Fee table for new registration in category O-6 and above**

(In Rupees)

Category	O-6	O-5	O-4	O-3	O-2	O-1	O-B	O-A
Fee	15,000	30,000	45,000	(75,000x3) 225,000	(125000x3) 375,000	(150,000x3) 450,000	(250,000x3) 750,000	(400,000x3) 12,00,000

Fee table for new registration (Engineer's Owned Firms)

i. Fee table for new registration in category C-6 and above

(In Rupees)

Category	C-6	C-5	C-4	C-3	C-2	C-1	C-B	C-A
Fee	15,000	30,000	45,000	75,000	125,000	(150,000x3) 450,000	(250,000x3) 750,000	(400,000x3) 12,00,000

ii. Fee table for new registration in category O-6 and above

(In Rupees)

Category	O-6	O-5	O-4	O-3	O-2	O-1	O-B	O-A
Fee	15,000	30,000	45,000	75,000	125,000	(150,000x3) 450,000	(250,000x3) 750,000	(400,000x3) 12,00,000

16. **Fee criteria for up-gradation for Constructors/Operators firm (Local & Foreign Firms)**:

Following fee criteria shall be observed for up-gradation of the category of licence besides fulfillment of requirements laid down in PEC bye-laws, namely:

a. One step up - fee of desired category;

b. Two steps up - 2 times of desired category;

c. Three steps and onward - 3 times of desired category;

i. Fee table for up-gradation (Constructors) (In Rupees).

Category To→ ↓From	C-6	C-5	C-4	C-3	C-2	C-1	C-B	C-A
C-6	15,000	45,000	105,000	240,000	390,000	465,000	765,000	1,215,000
C-5	-	30,000	75,000	180,000	405,000	405,000	780,000	1,230,000
C-4	-	-	45,000	120,000	295,000	495,000	795,000	1,245,000
C-3	-	-	-	75,000	200,000	375,000	825,000	1,275,000
C-2	-	-	-	-	125,000	275,000	625,000	1,325,000
C-1	-	-	-	-	-	150,000	400,000	950,000
C-B	-	-	-	-	-	-	250,000	650,000
C-A	-	-	-	-	-	-	-	400,000

ii. Fee table for up-gradation (Operators) (In Rupees)

Category To→ ↓From	O-6	O-5	O-4	O-3	O-2	O-1	O-B	O-A
O-6	15,000	45,000	105,000	240,000	390,000	465,000	765,000	1,215,000
O-5	-	30,000	75,000	180,000	405,000	405,000	780,000	1,230,000
O-4	-	-	45,000	120,000	295,000	495,000	795,000	1,245,000
O-3	-	-	-	75,000	200,000	375,000	825,000	1,275,000
O-2	-	-	-	-	125,000	275,000	625,000	1,325,000
O-1	-	-	-	-	-	150,000	400,000	950,000
O-B	-	-	-	-	-	-	250,000	650,000
O-A	-	-	-	-	-	-	-	400,000

17. Registration of Foreign firms with PEC (FC-1/FO-1 and above)

I. Foreign Firms / Companies desire registration with PEC shall have to provide copies of their brochure and completed work duly verified by Pakistani Embassy of relevant country and submission of documents as per check list attached at **Annex-"D"**.

II. Foreign firm will be considered for registration which is fully owned by one or more foreign nationals having minimum 51% shares and registered with the Securities and Exchange Commission of Pakistan (SECP) and having minimum 70% of its engineering staff from Pakistan.

III. Foreign firm shall have to enter into joint venture with Pakistani firm of appropriate category and submit the same to the employer before participating in bidding.

IV. The requirements of PCPs and fee etc for foreign firms will be as per **Table C** & **Table D.**

18. **Penalties**

Besides the provisions stated in the PEC Construction & Operation of engineering works Byelaws 1987, following penalties will be imposed:-

S.#	Nature of misconduct	Penalty to be Imposed
a.	In case, a firm obtained and executed work (s): a. Without having PEC license of appropriate category b. Without having valid PEC licence. c. beyond the limit of its license. d. without engineers and completion of PCPs.	A fine amounting to three times of the fee for the category applied for new registration.
b.	In case a firm submits an incorrect/fake affidavit engineer to PEC.	The firm will be suspended and given opportunity of personal hearing to defend his status/position and as a consequence will be either de-registered for six [6] months to maximum three [3] years/issued Warning/restored the

		suspension as decided by the Enrolment Committee.
c.	In case a firm submits fake/tampered PEC Licence to a client/PEC.	-do-
d.	In case a firm submits fake/forged/incorrect work order (s) or performance certificate/report to PEC.	In addition to above, if Enrolment Committee considers FIR may also be lodged against the owner/firm.
e.	Any other misconduct.	As decided by the Central Enrolment Committee, on case to case basis under the provisions of PEC Act and Byelaws.

Annex-A

LIST OF DOCUMENTS FOR NEW REGISTRATION OF FIRMS - (CONSTRUCTORS/OPERATORS)

Sr. No.	**Documents to be submitted along with duly filled Application form in CAPITAL letters.**				**Tick (√)** Yes	No
1.	Readable copy of Identity Card of Owner / Shareholder(s) / Partner(s).					
2.	**Original Fee payment voucher;** a. On-line MCB Bank account: 0685583041005497 (Branch code 0069). b. On-line HBL Bank account: 00427901578603 (Branch code 0602). c. Foreign Currency account is in process. d. Payment through Demand Draft or Pay Order is not acceptable. e. Or any other new bank for registration fee notified from time to time.					
3.	Bank statement for last one year / Accounting record verified by Chartered Accountant/ Audited financial Statement					
4(a).	**Documents required in support of newly employed Engineer / Supervisory Certificate holder(s):-** i) Copy of appointment letter duly signed by employer and engineer employed/agreement signed with Engineer holding Supervisory Certificate. ii) Detailed CV duly signed by Engineer(s) in original if not holding Supervisory Certificate. iii) Copy of valid PEC Renewal card of Engineer(s). iv) Personal appearance of Engineer/copy of supervisory certificate. v) NTN of Engineer(s), if applicable / not applicable for Supervisory Certificate holders.					
4(b).	**In case of existing engineer, following papers will be required:-** i) Copy of valid PEC Renewal Card of Engineer(s). ii) Personal appearance of Engineer/copy of supervisory certificate. iii) NTN of Engineer(s), if applicable.					
4(c).	**In case of Engineer(s) is Owner/Shareholder/Partner:-** i) Undertaking by Engineer/Shareholder/Partner (Appendix-A). ii) Detailed CV duly signed by Engineer(s) in original. iii) Copy of valid PEC Renewal Card of Engineer (s). iv) NTN of Engineer(s), if applicable.					
4(d).	**Undertaking from Engineers if information provided found fake/ incorrect my registration may be cancelled besides taking other legal action without giving any notice.**(Appendix-B)					
5.	i. Affidavit from CEO/Chairman/Managing Partner or Director as per Appendix-D.					
6.	List of running / workable Machinery and Equipment owned by the company duly signed by CEO / Shareholder / Partner and contract agreement with machinery supplier, if any.					
7.	Organizational Chart of the firm showing chain of command duly signed by CEO / shareholder / partner.					
8.	Following ownership documents are required to be attached:-					
	Sole Proprietor Affidavit of sole proprietor duly notarized	**Partnership Concern** Copy of partnership deed and Form C, D, H (as applicable)	**Private Limited Co.** Certificate of incorporation Article of Association(AOA) Memorandum of Association(MOA) Form 29 Form A	**Public Limited Co.** Certificate of incorporation Article of Association (AOA) Memorandum of Association (MOA) Form 29(in case of any change) Form A		
9.	Copy of certificate of National Tax Number of the firm.					
10.	Enclosed Documents are page numbered from----------to ----------					

I undertake that above mentioned information/documents provided by the undersigned are correct to the best of my knowledge and belief and nothing has been concealed.

Dated: _____ Signature_____

(**CEO/Chairman/Managing Partner or Director**)

Note:- Please provide additional documents in support as per miscellaneous checklist against any change, if applicable.

ANNEXURE – 'B'

UNDERTAKING FROM CEO / CHAIRMAN / MANAGING PARTNER OR DIRECTOR

(The affidavit shall be furnished on stamp paper valued Rs. 100/-, issued in the name of undersigned and duly notarized with Notary Public)

I, Mr. _____ S/o _____ adult resident of _____ do hereby solemnly affirm on oath as under:-

- That I am CEO / Chairman / Managing Partner or Director of the firm "M/s. _____".
- That the name of my firm is not struck off or black-listed from any department.
- That there is no litigation in the Court or any other department (i.e. Public / Private) against the firm
- That I on behalf of my firm shall always abide by the rules and regulations of Pakistan Engineering Council.
- That the contents of the above mentioned affidavit are true to the best of my knowledge, belief and information and nothing has been concealed by me.

DEPONENT

Signature: _____

Name_____

CNIC No: _____

Dated: _____

Annex– 'C'

PERFORMANCE CERTIFICATE

(For each major work during last three years)

NAME OF FIRM: _____

PEC REG. NO._____ NTN NO._____

NAME OF EMPLOYER: _____

NAME OF PROJECT: _____

NAME OF CONSULTANT (IF EMPLOYED): _____

STARTING DATE: _____

CONTRACT No._____ Date_____Contract Value (Rs.)_____

ORIGINAL COMPLETION DATE: _____

ACTUAL COMPLETION WORK & AMOUNT _____

ORIGINAL CONTRACT VALUE: _____

VALUE OF WORK DONE UPTO FINAL BILL: _____

PERCENTAGE OF WORK DONE WITH DATE: _____

QUALITY OF WORK EXECUTED AND REMARKS BY EMPLOYER: _____

_____

To be filled by contractor

Name of Owner/
Share holder:

_____

Mobile No: _____

Signature: _____

Company seal/stamp

To be filled by employer

Name & designation
of employer :_____

Fax No: _____

Mobile No: _____

Date: _____

Official seal/stamp

Annex-D

LIST OF DOCUMENTS FOR NEW/RENEWAL OF REGISTRATION OF FOREIGN FIRMS

	Documents to be Submitted along with duly filled Application Form in CAPITAL Letters	**Tick (√)**	
		Yes	No
1.	**Original Fee payment voucher;** a. On-line MCB Bank account: 0685583041005497 (Branch code 0069) b. On-line HBL Bank account: 00427901578603 (Branch code 0602) c. Foreign Currency account is in process. d. Payment through Demand Draft or Pay Order is not acceptable.		
2.	Company's brochure and completed works duly verified by Pakistani Embassy of relevant country		
3.	Financial Statement of Company		
4	SECP Documents (Certificate of incorporation Article of Association , Memorandum of Association For, 29 Form A) if required		
5.	Copy of Passports of Owner/Shareholders/CEO		
6.	Authority letter of authorized person in Pakistan to deal with PEC		
7.	**Documents for local / foreign engineers employed with the firm** **For Pakistani Engineers** a) Undertaking of Employment of engineer on Stamp paper b) Copy of Computerized National Identity Card / Passport No. c) Copy of PEC Registration Card (Renewed) d) Detailed duly signed Curriculum vitae e) Copy of NTN of engineer, if applicable **In case of existing engineer, following papers will be required:-** i. Copy of valid PEC Renewal Card of Engineer(s). ii. Copy NTN of Engineer(s), if applicable. **For Foreign Engineers** a) Undertaking of Employment of engineers on Stamp paper b) Passport Copy of Engineers c) Valid Temporary licenses		
8.	Physical appearance of local / foreign engineers is mandatory		
9.	Organizational Chart of the firm showing chain of command duly signed by CEO / shareholder / partner.		

Table-A

CONSTRUCTORS

Financial limits, PCPs requirements & applicable fee for Local Constructors

Sr. #	Category	Limit of Construction Cost of Project	Minimum Requirement of Engineers	Minimum No. of REs having supervisory license to be hired	Net Worth (Rs.in million)	PCPs	Fee (Rupees)
1	C-A	No Limit	Two P.Es with 20 years of Experience each + REs	3	150	200	400,000/-
2	C-B	Up to 4000	Two P.Es with 15 years of Experience each + REs	2	100	120	250,000/-
3	C-1	Up to 2500	Two P.Es with 10 year of Experience each + Res	1	80	90	150,000/-
4	C-2	Up to 1000	One P.E + R.Es	The requirement of REs having Supervisory Certificate is not mandatory.	50	35	125,000/-
5	C-3	Up to 500	50% R.Es	-do-	30	20	75,000/-
6	C-4	Up to 200	50% R.Es	-do-	6	15	45,000/-
7	C-5	Up to 65	One R.E	-do-	3	5	30,000/-
8	C-6	Up to 25	One R.E	-do-	1.5	5	15,000/-

Table-B

OPERATORS

Financial limits, PCPs requirements & applicable fees for Local Operators

Sr. #	Category	Limit of Operational Cost of Project	Minimum Requirement of Engineers	Minimum No. of REs having supervisory license to be Hired	Net Worth Rs. In million	PCPs	Fee (Rupees)
1	O-A	No Limit	Two P.Es with 20 years of Experience each + Res	3	150	150	400,000/-
2	O-B	Up to 2000	Two P.Es with 15 years of Experience each + Res	2	75	100	250,000/-
3	O-1	Up to 1000	Two P.Es with 10 year of Experience each + RE	1	30	75	150,000/-
4	O-2	Up to 500	One P.E + R.Es	The requirement of REs having Supervisory Certificate is not mandatory	25	35	125,000/-
5	O-3	Up to 200	50% R.Es	-do-	10	20	75,000/-
6	O-4	Up to 100	50% R.Es	-do-	3	15	45,000/-
7	O-5	Up to 30	One R.E	-do-	2	5	30,000/-
8	O-6	Up to 20	One R.E	-do-	1	5	15,000/-

Table-C

Financial limits, PCPs requirements & applicable fee for Foreign Constructors

Sr. #	Constructor Category	Limit of Construction Cost of Project (Million US $)	Net Worth		Requirement for provisional licence		PCPs (at contract signing time)	Fee (US $)
			Paid-up Capital (Million US $)	Financial Soundness (Million US $)	Min. No. of REs having Supervisory Licence	PCPs		
1	FC-A	No Limit	1.5	120	3	100	200	24,000
2	FC-B	Up to 40	1	75	2	60	120	12,000
3	FC-1	Up to 25	0.8	30	1	45	90	10,000

Note:

1. Foreign constructor will employ minimum **70%** Pakistani engineers and 30% of foreign engineers of relevant discipline/field and technical staff.
2. The company must qualify one of the two columns under Net Worth, Paid up Capital or Financial Soundness.
3. Initially provisional license will be issued for participation in the bidding with 50% of required PCPs and REs OF SUPERVISORY LICENCE with. After award of work standard license will be issued with completion of PCPs.
4. Penalties will be imposed maximum three times of fees or cancellation of license, if required PCPs are not provided at the time of execution of the contract.

Table-D

Financial limits, PCPs requirements & applicable fees for Foreign Operators

Sr. #	Operator Category	Limit of Construction Cost of Project (Million US $)	Net worth		Requirement for Provisional licence		PCPs (at contract signing time)	Fee (US $)
			Paid-up Capital (Million US $)	Financial Soundness (Million US $)	Min. No. of REs having Supervisory Licence	PCPs		
1	FO-A	No Limit	1.5	120	3	100	200	24,000
2	FO-B	Up to 40	1	75	2	60	120	12,000
3	FO-1	Up to 25	0.8	30	1	45	90	10,000

Note:

1. Foreign constructor will employ minimum **70%** Pakistani engineers and 30% of foreign engineers of relevant discipline/field and technical staff.
2. The company must qualify one of the two columns under Net Worth, Paid up Capital or and Financial Soundness.
3. Initially provisional license will be issued for participation in with 50% of required PCPs and REs OF SUPERVISORY LICENCE with. After award of work standard license will be issued with completion of PCPs.
4. Penalties will be imposed maximum / three times of fees or cancellation of license, if required PCPs are not provided at the time of execution of the contract.